

Trustees of the Manchester City Library
Hunt Room
Minutes – June 16, 2008

Called to order the Monthly Meeting at 3:35pm.

In Attendance: Trustees Joanne Barrett, Patricia Cornell, Jack Shea, Madeleine Roy, Jeff Hickok, Chair Karen Sheehan Lord. Also, present Library Director Denise van Zanten.

Minutes: Motion made by Trustee Roy to accept the May 19, 2008 minutes, seconded by Trustee Barrett, all in favor.

Director's Report:

PERSONNEL – 1 position eliminated on June 2nd – on paid administrative leave. 1 part-time clerk position will be left unfilled. Bernice Buckley will retire on June 20th after 22 years of service. Cake will be at 10am on Wednesday, June 18th. Page position will be left vacant for now.

Technology – Head of Technology Lichen Rancourt and Director van Zanten meet with Jennie Angell from Information Systems about the equipment here at the library. They were looking into new system Useful that will allow better management of the Public PC's. If a problem occurs with equipment, Information Systems will be notified to fix problem. Staff will be encouraged to be more proactive in evaluating computer problems such as changing toner etc.

Polaris training will begin on August 11th and the new system will go online on August 27th.

Big Read – Will be in April or May 2009. They will be reading "The Great Gatsby". Steve Viggiano is the contact person.

Wish List – Will be updated over the summer since the Foundation has purchased some of our items.

Learn To Read – On June 24th, Director van Zanten and Head of Information Services Dee Santoso will meet with Beth Sabol and Brian Kroll. Issues have arisen that need to be discussed.

One Card Program – Kick-off will be a Fair on September 6th on the lawn here at the Library. Hot Dogs, soda – face painting, balloon – magician and puppeteer are all in the planning stage. 20 area businesses have already signed up to participate in the One Card...Endless possibilities program. Head of Circulation Claudia Mayer would like to purchase banner and would like to purchase travel mugs as give away to new card

holders. Extras could be sold as well. Trustees and Foundation Board members are invited to assist with a BBQ at the Fair- more details to come.

Motion was made to approve the Museum Passes Policy by Trustee Hickok, seconded by Trustee Cornell, all in favor.

Auction is this weekend June 21-23rd for the Cote Estate. Estate should be settled some time this fall.

Finance Report

City FY09 budget line items were discussed by Trustees. Motion to approve the City Budget FY09 line items was made by Trustee Barrett, seconded by Trustee Shea, with discussion, all in favor.

Motion to authorize the overspending of the library's FY08 book line up to \$38,000 was made by Trustee Hickok, seconded by Trustee Roy, all in favor.

Trust Fund FY09 percentages were reviewed by the Trustees. Motion to approve the proposed percentages for FY09 Trust Fund budget by Trustee Shea, seconded by Trustee Hickok, all in favor.

Foundation Report

Meeting is Thursday. Monique Brown will be stepping down as chair. Fundraiser was great. Trustees that attended had a good time.

Old Business:

Children's Policy will be left as is for now.

New Business:

Summer meeting will be July 21st. There will be no meeting in August.

Clock will be purchased for Kevin Devine for his years of service on the Library Board of Trustees.

Retirement gift for Bernice Buckley will also be purchased.

Motion to authorize gift for Bernice Buckley by Trustee Roy, seconded by Trustee Barrett, all in favor.

Also, previous director John Hallahan passed away. His interest was chess. Chess books will be purchased in his memory. Also, flowers will be sent from the Library Trustees and Staff.

5:01pm went into Executive Session

Adjourned at 5:25pm